

## STATEMENT OF PURPOSE, ACCOMPLISHMENTS AND PROGRAM OUTLOOK

### Special Contracting, Allowances and Processing Staff

#### 1. STATEMENT OF PURPOSE

The Special Contracting, Allowances and Processing Staff is responsible for recommending policy standards governing Agency contracts for personal services and certain other special contracts required in support of covert operations; for preparing and executing such contracts; for the review of all field contracts submitted to headquarters; for the complete personnel processing of all staff agents, including letters of authorization for military details; for recommending policy standards for special allowances; and for reviewing and granting all such allowances.

#### 2. STATEMENT OF ACCOMPLISHMENTS

During Fiscal Year 1954, this Staff became responsible for the personnel processing of staff agents (staff employees engaged in clandestine activities who, therefore, must be covertly processed for security reasons). The addition of this function to the existing functions of SCAPS has placed within one component of the Office of Personnel primary responsibility for the personnel administration of all covert personnel (staff, contract and details from other governmental agencies and the military services). Such compartmentalization of the covert personnel functions has insured the secure handling of such individuals in conformance with Agency policies applicable to covert personnel.

Early in 1953, Agency regulations concerning detailed military personnel were revised to provide for the centralized control of such personnel in order to insure that they would receive consistent treatment in conformance with CIA and Department of Defense policies. SCAPS was charged with the responsibility of defining the Agency's relationship to all detailed military personnel serving in other than a departmental capacity by the preparation for each of these individuals of Letters of Authorization which set forth the nature, amount and source of payment (parent service or CIA) of all salary, allowances, and other benefits authorized. Fiscal Year 1954 covers the first year of the operations of this Staff with respect to military details. However, even in this relatively short period, significant accomplishments have been made in the development and application of sound and uniform policies with respect to this category of personnel.

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Also, in 1953, with the first year of operation being FY 1954, SCAPS became responsible for granting and administering special allowances. These allowances are only granted to individuals who are operating in peculiar cover situations and they are based solely on statistical data which is collected and maintained by this Staff.

In addition to performing its primary functions of drafting and executing personal services contracts for covert personnel, determining and authorizing special allowances, authorizing entitlements of military details and processing staff agents, all of which are becoming increasingly more hand-tailored, this Staff on a continuing basis is always concerned with the development of policies, procedures and standards relative to these functions.

### 3. STATEMENT OF PROGRAM OUTLOOK

In the future, the Staff will continue to exert maximum effort in the direction of improving methods and procedures to ensure as fully as possible the effective documentation of the Agency's relationship and obligations to its covert personnel.